

P-MACS

Minnesota Appellate Courts – Case Management System (Public Version)

<http://macsnc.courts.state.mn.us>

Case Lookup Instruction Sheet

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Introduction/Special Notes

P-MACS is a public-view version of MACS, the computerized case management system that the Minnesota Supreme Court and Minnesota Court of Appeals use to track and manage cases and other matters filed in those courts. P-MACS displays information about individual cases, including the title and file number, case participants, and dates and details of all docket entries.

P-MACS contains current appellate cases as well as data previously accessed via the prior case management system, known as TCIS. Basic case data from the TCIS system was converted to P-MACS, and all cases should be found in the new system.

- Use Online Help for explanation on how the application is used.
- The Help? Link will bring you to the general Help for P-MACS. The blue “I” button will bring you to the context sensitive Help/Information screens.
- Comments, suggestions, and questions regarding P-MACS are welcome. Please note that all comments and suggestions will be reviewed, but a personal response to all submissions may not be possible. Email to: pmacs.support@courts.state.mn.us
- For cases that were open in either the Court of Appeals or the Supreme Court on March 3, 2003 and later, P-MACS provides the following information about the case: case title, appellate case number, parties, attorneys, docket entries, and links to orders or opinions issued in the case after March 3, 2003. **For cases that were archived before March 3, 2003, only case title, case number and abbreviated party information are available.**
- For security reasons this site does not provide access to the live MACS database, and the **data on this site is one day behind the live system**. In addition, while court staff update case information daily and make every attempt to enter case information in a timely manner, there are occasional delays between receiving documents and entry of case information into the MACS database.
- While every attempt has been made to ensure that the information provided through P-MACS is accurate, there are no warranties ensuring accuracy.
- For most efficient viewing of the P-MACS, your screen resolution setting should be at least 1024x768.

To verify information obtained from this site, or to obtain appeal information not available on this site, please contact the Office of the Clerk of Appellate Courts (651) 296-2581.

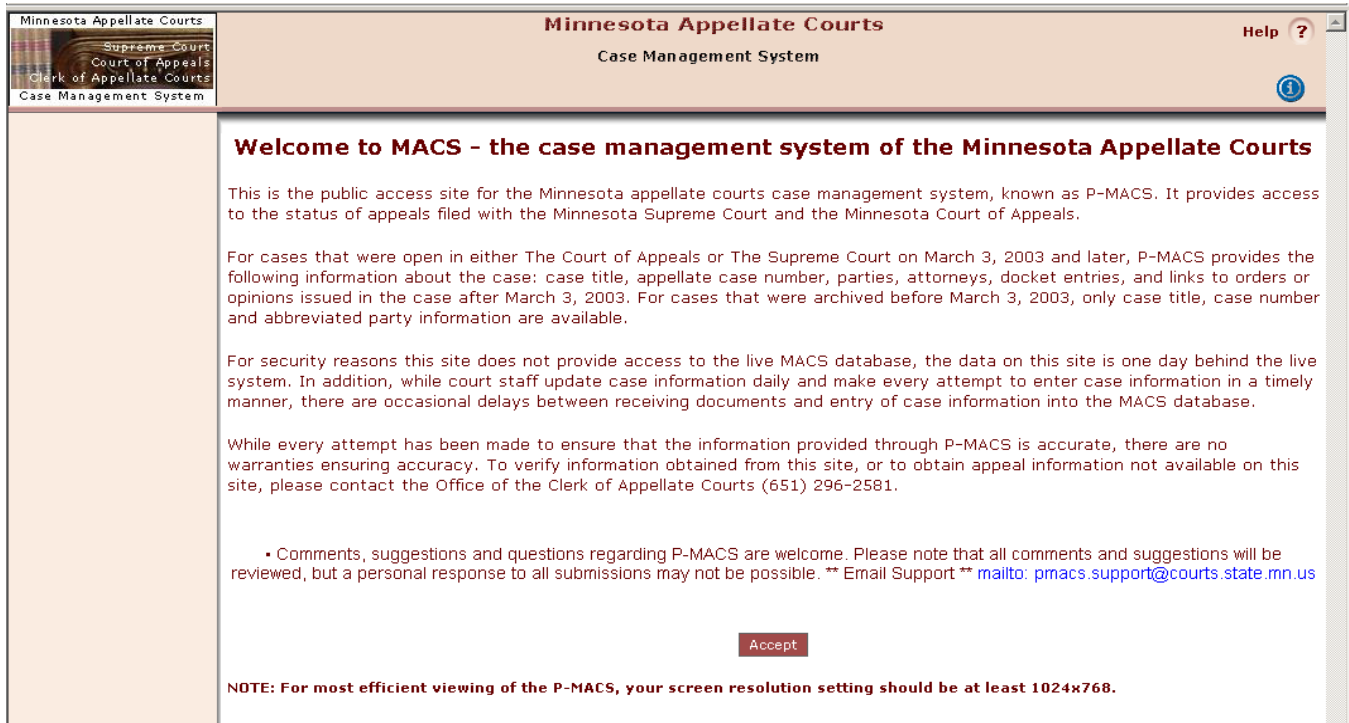
TCIS case limitations in P-MACS

- Participants from TCIS cases will appear multiple times in P-MACS participant search results, each time with only one case attached. In situations where a participant was a TCIS organization or agency and also an attorney (for example, Minnesota Attorney General), only the attorney record has an address attached.
- TCIS cases that were archived at the time when P-MACS was activated contain limited information in P-MACS (Case Title, Case Number and abbreviated party information). In addition, names of participants in these cases are no more than 14 characters long. Participants of archived cases appear with all the words in their names in the Party Name field.
 - De-archiving of TCIS cases is not available through P-MACS
- Docket entries from TCIS may not correctly reflect P-MACS' more specific classifications. Also, many docket entry fields in TCIS were placed in the Comments field in P-MACS.
- Law firms in TCIS were listed as Pro Hac Vice attorneys, which were not transferred into P-MACS.

Connecting to P-MACS:

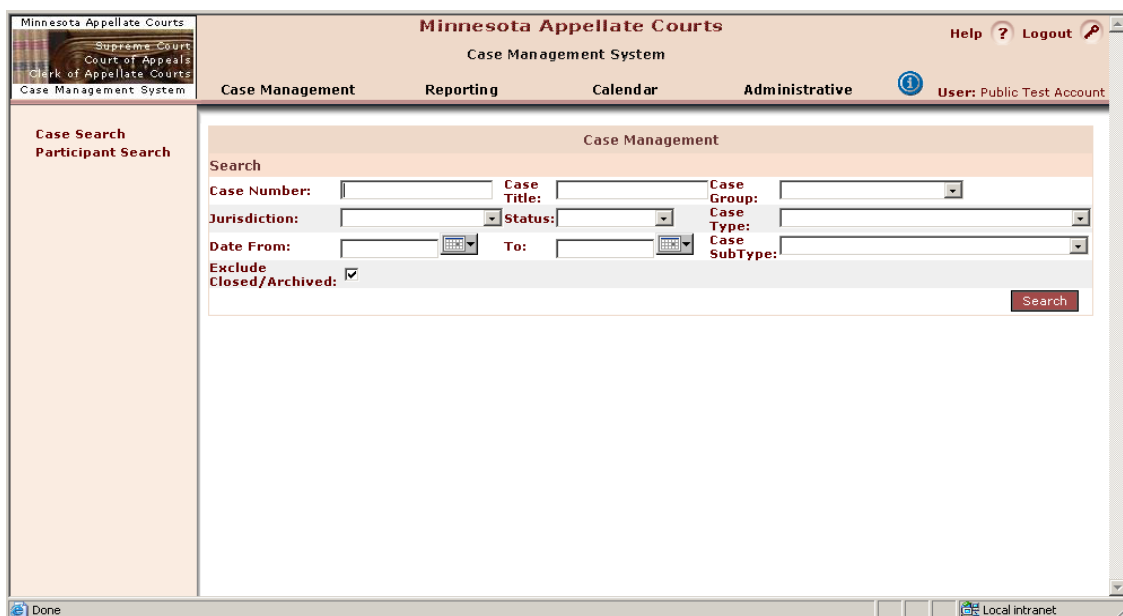
The URL for P-MACS is: <http://macsnc.courts.state.mn.us>

You will see informational text and are asked to click the Accept button, once you understand/accept this information.



The screenshot shows the 'Welcome to MACS' page. The header includes the Minnesota Appellate Courts logo and the title 'Case Management System'. The main content area contains a welcome message, a description of the system's purpose, and a list of case information provided. A 'Welcome to MACS - the case management system of the Minnesota Appellate Courts' heading is followed by a paragraph explaining the system's access to appeals. Below this, a paragraph details the information provided for cases filed on or after March 3, 2003, and for archived cases. A security notice states that the data is one day behind the live system. A disclaimer mentions that while every attempt is made to ensure accuracy, no warranties are provided. A footer note encourages comments and suggestions, providing an email address: pmacs.support@courts.state.mn.us. An 'Accept' button is located at the bottom of the main content area. A note at the bottom of the page states: 'NOTE: For most efficient viewing of the P-MACS, your screen resolution setting should be at least 1024x768.'

After you click the Accept button, you will be presented with the initial P-MACS System Search Screen.



The screenshot shows the 'Case Management System Search' screen. The header includes the Minnesota Appellate Courts logo and the title 'Case Management System'. The main content area contains a search form with fields for Case Number, Case Title, Case Group, Jurisdiction, Status, Date From, To, Case Type, Case SubType, and a checkbox for 'Exclude Closed/Archived'. A 'Search' button is located at the bottom right of the search form. The left sidebar contains a 'Case Search Participant Search' link. The bottom of the screen shows a 'Done' button and a 'Local intranet' link.

Searching for Cases in P-MACS:

Case Information Search:

You can enter any combination of search criteria on the main search page to filter the search.

If you only have a case number or partial case number, you can search by the last few digits (see example below). Enter the number, and press Enter (key) or click the Search button.

- *% = is the wildcard character for searching in P-MACS*
- *Omit hyphens for ALL case number searches (MACS and TCIS case numbers)*
- *MACS case numbering format is as follows, example case number A05-1356*
 - A = appellate court*
 - 05 = year of case filing in appellate courts*
 - 1356 = consecutive numbering as case is filed. Restarts at 0001 each year. In MACS, the consecutive case number always has four digits, even if it does not appear that way on a court document. Example: the first case of 2006, A06-1 on a court document, will appear as A060001 in MACS. In searching by case number, add zeroes as necessary to create a four-digit consecutive number after the two-digit year designation. Example: A05-23 becomes A050023 in MACS. Searching with the two-digit year and four-digit consecutive number is the most efficient way to search for a case by case number.*
- *A partial case number may be used for case number searches. For example, for case A051356, you can enter “356” in the case number field. Your results lists will include more cases, however, because all cases with “356” anywhere in the case number will be returned. You will need to select your case from the results list.*
- *TCIS appellate case number searches (only cases filed prior to 3/3/2003):*
 - *TCIS case numbers are 12 characters in length. In MACS, these case numbers always begin with 98, even though that will not appear on a court document. The TCIS case number format in MACS, using example case number C6-96-356, will appear in MACS as 98C69000356:*
 - 98 = system court designator*
 - C6 = check-digits (always C followed by one digit or X)*
 - 96 = year of case filing in appellate courts*
 - 356 = consecutive numbering as case is filed. Restarts at 1 each year, expressed in MACS as six-digit number, so 356 becomes 000356.*
 - *Rather than attempting to enter the entire case number where characters could be mistakenly omitted, it is more efficient to enter the two-digit year designator and the six-digit consecutive number. For example, to search for case number 98C696000356, enter 96000356 for your search criteria. Again, you can search for just “356” but the results list will include more cases.*
- *If too many results are returned by your search, try entering more specific search criteria, i.e., a date range for the applicable filing date.*
- *Note that by default, the Exclude Closed/Archived check-box is selected. If you want to include closed and archived cases (that is, cases that are no longer open) in your search, UNCHECK this box.*
- *When search results are displayed, you can click on the arrows next to the column headings to sort results by that field.*

To access a case, click on the case number (blue hyperlink) from the search results screen.

The screenshot displays the Minnesota Appellate Courts Case Management System interface. The top navigation bar includes links for Case Management, Reporting, Calendar, and Administrative. The left sidebar contains links for Case Search and Participant Search. The main content area shows a search form with fields for Case Number, Case Title, Case Group, Jurisdiction, Status, Case Type, Date From, To, and Case SubType. Below the search form, a table displays search results for case number A041122. The table has columns for Case Number, Jurisdiction, Short Title, Status, Type, SubType, and Filing Date. The results show a list of cases, with the first row highlighted in blue.

Case Number	Jurisdiction	Short Title	Status	Type	SubType	Filing Date
A041122	Court of Appeals	State of Minnesota, Respondent vs. Antonio De Jesus Loera Carbajal, Appellant	Pre-Briefing	Criminal	Conviction	06/18/2004
A031225	Supreme Court	State of Minnesota, Respondent, vs. James Robert Ketcher, Petitioner	PFR	Criminal	Conviction	06/10/2004
A040122	Court of Appeals	State of Minnesota, Respondent vs. Mark Krueger, Appellant	Decision	Criminal	Sentencing-Probation Revocation	01/22/2004
A031220	Court of Appeals	Seyfudin K. Tolla, Relator, vs. Spherion Pacific Enterprises, LLC, Respondent, Commissioner of Employment and Economic Development, Respondent	Decision	Civil	Economic Security	08/28/2003
A031221	Court of Appeals	Bobby McGary, Relator, vs. Best Buy Stores LP, Respondent, Commissioner of Employment and Economic Development, Respondent	Decision	Civil	Economic Security	08/28/2003
A031225	Court of Appeals	State of Minnesota, Respondent, vs. James Robert Ketcher, Appellant	Post-Decision	Criminal	Conviction	08/28/2003
A031228	Court of Appeals	Laxman S. Sundae, Respondent, vs. Alexei C. Sundae, Appellant	Post-Decision	Civil	Other	08/28/2003

Participant Search

You can search for participants in a case that are a person, company or organization.

If a Sealed Name had been provided for a record, this search is conducted against the sealed name, rather than the full name on the record

To search for a participant's cases:

Click on the Participant Search link on the left margin.

Complete any of the name fields with at least a partial spelling of the last name and as much added information in the First & Middle name fields, as is applicable. You can leave any field blank if you don't know the full name, but you cannot leave all fields blank.

You may use the “%” as a wildcard at the beginning or end of a field, if you only have a partial or possible incorrect spelling for a search.

Click Search to return results.

Minnesota Appellate Courts
Supreme Court
Court of Appeals
Clerk of Appellate Courts
Case Management System

Minnesota Appellate Courts
Case Management System

Help ?

Case Management

Case Search
Participant Search

Participant Search

Example: Last Name, Smith; First Name J% (wildcard), click Search button

Minnesota Appellate Courts
Case Management System

Help ?

Case Management

Participant Search

Last Name
(or Company/Organization Name):

First Name:

Middle Name:

Search

1 to 50 of 81 records are displayed.
[Next](#)

Search Results

Case Number	Participant	Short Title	Filing Date	Appellate Role
98C592002333	SMITH, J	State of Minnesota, Respondent, vs. Douglas John Harrison, Appellant. *	11/25/1992	Archive
98C591001513	SMITH, J M	Lois Germaine Jurgens, Petitioner, vs. State of Minnesota, Respondent. *	08/19/1991	Archive
98CX89002088	SMITH, JACK J	Marguth Agency, Inc., Appellant vs. Continental Western Insurance Company, Respondent	11/22/1989	Archive
98C287001433	Smith, Jack J.	Beth Becker Runia, et al., Respondents, vs. Marguth Agency, Inc., et al., petitioner, Appellants. *	07/23/1987	Appellant
98C287001433	Smith, Jack J.	Beth Becker Runia, et al., Respondents, vs. Marguth Agency, Inc., et al., petitioner, Appellants. *	04/07/1988	Appellant
98C501000509	Smith, Jack W.	Jack W. Smith, Appellant, vs. State of Minnesota, Respondent. *	12/17/2001	Appellant
98C501000509	Smith, Jack W.	Jack W. Smith, Appellant, vs. State of Minnesota, Respondent. *	03/20/2001	Appellant

The search results are returned and you can sort the list by the columns that contain the up/down arrows next to the column heading.

The total number of cases returned in the query is listed at the top and bottom of the results screen (i.e., 1 to 50 of 81 records are displayed).

Viewing Cases in P-MACS

To view a case, click on the blue hyperlink on the Case Number.

You will then see the Case View screen (below) which gives you standard/basic case information and summary docket information.

Minnesota Appellate Courts
 Supreme Court
 Court of Appeals
 Clerk of Appellate Courts
 Case Management System

Minnesota Appellate Courts
 Case Management System

[Help](#) [?](#) [Logout](#)

Case Management
Reporting
Calendar
Administrative
User: Public Test Account

Case View
ORCA Info.

Case Information

Case Number:	A030034	Filing Date:	03/04/2003
Jurisdiction:	Both	Status:	Closed
ORCA:	Washington County District Court	Hearing Type:	Nonoral
Classification:	Standard - Civil - Other		
Short Title:	Jerry Wayne Smith, Appellant, vs. Bonnie J. Topeff, Claim Specialist, et al., Respondents		
Full Title:	Jerry Wayne Smith, Appellant, vs. Bonnie J. Topeff, Claim Specialist, et al., Respondents		
Summary:			
Citation:			

Case Header

+ Display Party Information

PFR Information

Filing Date:	10/17/2003	Status:	Closed
Short Title:	Jerry Wayne Smith, Appellant, vs. Bonnie J. Topeff, Claim Specialist, et al., Respondents		
Hearing Type:	Special Term		

Docketing Filter View
Display: Chronological Go!

Notice - Nonoral Conf. Date Scheduled	Court of Appeals	06/27/2003	Notice	Nonoral Conf. Date Scheduled	Final
Event - Nonoral Panel - scheduled for 8/7/03	Court of Appeals	06/27/2003	Event	Nonoral Panel - scheduled	Final
Brief - Respondent	Court of Appeals	06/25/2003	Brief	Respondent	Final
Notice - Request Trial Court/Agency File	Court of Appeals	05/22/2003	Notice	Request Trial Court/Agency File	Final
Brief - Appellant	Court of Appeals	05/22/2003	Brief	Appellant	Final
Transcript - Delivery Certificate-Deborah Johnson	Court of Appeals	05/02/2003	Transcript	Delivery Certificate	Final
Transcript - Initial Certificate-Deborah Johnson	Court of Appeals	05/02/2003	Transcript	Initial Certificate	Final
Copy of 4/7/03 District Court IFP Order (granted)	Court of Appeals	04/14/2003	Correspondence	Incoming	Final
Letter from J. Wayne, the trial court will file order regarding IFP and transcripts on 4-7.	Court of Appeals	04/08/2003	Correspondence	Incoming	Final
Order - Remedy Deficiencies	Court of Appeals	03/31/2003	Order	Remedy Deficiencies	Final
Affidavit - Service for notice of appeal	Court of Appeals	03/19/2003	Affidavit	Service	Final
Statement - Case - Appellant	Court of Appeals	03/19/2003	Statement	Case - Appellant	Final
Other - Correcting Deficiencies: affidavit of service for notice of appeal; certified copies of decisions appealed; statement of case with affidavit of service	Court of Appeals	03/19/2003	Other	Correcting Deficiencies	Final
Affidavit - Service for respondents statement of case	Court of Appeals	03/18/2003	Affidavit	Service	Final
Statement - Case - Respondent	Court of Appeals	03/14/2003	Statement	Case - Respondent	Final

Docket Information						
Document Description	Jurisdiction	Filing Date	Docket Entry Type	Filing Type	Status	
Event - Orig. Court/Agency Files/Exhibits Returned	Court of Appeals	01/12/2004	Event	Orig. Court/Agency Files/Exhibits Returned	Final	
Judgment - Non-costs	Court of Appeals	01/08/2004	Judgment	Non-costs	Final	
Order - PFR - Deny	Supreme Court	12/16/2003	Order	PFR - Deny	Final	
Response - Petition for Review	Supreme Court	11/26/2003	Response	Petition for Review	Final	
Petition - Further Review	Supreme Court	11/06/2003	Petition	Further Review	Final	
Order - Grant IFP - Deny motion to extend page limit, has 10 days to refile.	Supreme Court	10/27/2003	Order	Grant IFP	Final	
Affidavit - Service - motions	Supreme Court	10/22/2003	Affidavit	Service	Final	
Motion - In Forma Pauperis	Supreme Court	10/17/2003	Motion	In Forma Pauperis	Final	
Motion - extend page limit for petition for review..	Supreme Court	10/17/2003	Motion	Other	Final	
Opinion - Unpublished	Court of Appeals	09/30/2003	Opinion	Unpublished	Final	
Notice - Opinion Release Imminent	Court of Appeals	09/25/2003	Notice	Opinion Release Imminent	Final	
Event - Nonoral - Panel	Court of Appeals	08/07/2003	Event	Nonoral - Panel	Final	
Event-Trial Court File Received-D2-	Court of Appeals	07/01/2003	Event	Orig. Court/Agency Files/Exhibits Received	Final	

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Viewing Party Information

To view party information, click on the “Display Party Information” link on the Case View screen. This will expand the section and the detail party/participant information will display. Parties are shown in relationship to the case (role) and their associated attorney.

Click on “Hide Party Information” to collapse this section.

For cases that are, or were, in both courts (i.e., original appeal to the court of appeals followed by a petition for review in the supreme court) it is necessary to select the proper jurisdiction to display the parties as they appeared in each court. The court of appeals is the default selection. To switch to the other jurisdiction, select from the drop-down list and then click “Switch” button.

Filing Date:	10/27/2004	Status:	Stayed
Short Title:	State of Minnesota, Respondent vs. Arthur Thomas Hanf, Petitioner	Hearing Type:	Special Term

- Hide Party Information

Jurisdiction: Court of Appeals - State of Minnesota, Respondent vs. Arthur Thomas Hanf, Appellant Switch

Party Information

MACS ID	Appellate Role	Party Name	Attorney(s)
202876	Appellant	Arthur Thomas Hanf	SUSAN J ANDREWS
13942	Respondent	State of Minnesota ::	RAYMOND F SCHMITZ JAMES B EARLY

Viewing Docket Information

Docket entries, by default are shown in a Chronological View, listed by the Filing Date. You may also look at the docket entries based upon their relationships to each other by choosing the Threaded View and clicking the GO! button.

If the chosen case has many docket entries, you will need to scroll down to see all entries. You may then click on the specific docket entry hyperlink to see more detail.

Example of Threaded Docket View

Docketing Filter View					
Display: Threaded					Go!
Docket Information					
Document Description	Jurisdiction	Filing Date	Docket Entry Type	Filing Type	Status
• Motion - In Forma Pauperis	Supreme Court	10/17/2003	Motion	In Forma Pauperis	Final
• Order - Grant IFP - Deny motion to extend page limit, has 10 days to refile.	Supreme Court	10/27/2003	Order	Grant IFP	Final
• Petition - Further Review	Supreme Court	11/06/2003	Petition	Further Review	Final
• Order - PFR - Deny	Supreme Court	12/16/2003	Order	PFR - Deny	Final
• Response - Petition for Review	Supreme Court	11/26/2003	Response	Petition for Review	Final
• Affidavit - Service - motions	Supreme Court	10/22/2003	Affidavit	Service	Final
• Motion - extend page limit for petition for review..	Supreme Court	10/17/2003	Motion	Other	Final
• Order - Grant IFP - Deny motion to extend page limit, has 10 days to refile.	Supreme Court	10/27/2003	Order	Grant IFP	Final
• Petition - Further Review	Supreme Court	11/06/2003	Petition	Further Review	Final
• Order - PFR - Deny	Supreme Court	12/16/2003	Order	PFR - Deny	Final
• Response - Petition for Review	Supreme Court	11/26/2003	Response	Petition for Review	Final
• Affidavit - Service - motions	Supreme Court	10/22/2003	Affidavit	Service	Final
• Opinion - Unpublished	Court of Appeals	09/30/2003	Opinion	Unpublished	Final
• Judgment - Non-costs	Court of Appeals	01/08/2004	Judgment	Non-costs	Final
• Petition - Further Review	Supreme Court	11/06/2003	Petition	Further Review	Final
• Order - PFR - Deny	Supreme Court	12/16/2003	Order	PFR - Deny	Final
• Response - Petition for Review	Supreme Court	11/26/2003	Response	Petition for Review	Final
• Notice - Opinion Release Imminent	Court of Appeals	09/25/2003	Notice	Opinion Release Imminent	Final

Docket Entry Detail

Clicking on a docket entry link will give you more detail relating to that specific action. Different fields of data are displayed, as applicable to the docket entry type.

Notice Docket Entry	
Status:	Final
Jurisdiction:	Court of Appeals - Debra Kay Sandene, petitioner, Appellant, vs. Commissioner of Public Safety, Resp...
Docket Entry Type:	Notice
Type of Filing:	Case Filing
Thread to:	Notice - Appeal - Case Filed; Order 2/18/05
Document Description:	Notice - Case Filing
Filing Date:	04/29/2005 01:17 PM
Docket Entry Date:	04/29/2005 01:17 PM
Docket Entry Specific Fields	
Filing Deficiencies:	<div style="border: 1px solid black; padding: 2px;"> Certified copy of decision appealed from is required. Proof of service on originating court or agency is required. \$500 filing fee is required. Affidavit of service for appeal papers is required. Affidavit of service for issued writ is required. Conformed copies of writ enclosed. Promptly file affidavits of service on adverse parties and agency. Copy of agency decision required. </div>
Other Deficiencies:	
Comments:	Please note: Appellant must order transcript within 10 days and file completed certificate as to transcript within 10 days of ordering.
Document References	
Document Link	Document Name
Document Location	Sealed?

Outgoing Document Docket Entries:

Some Order and Opinion docket entries (after 3/3/2003) will have the associated document linked to the docket entry. To view the document, scroll down to the bottom of the Docket Entry Detail screen and you will find a Document References section.

Document References			
Document Link	Document Name	Document Location	Sealed?
http://macsnc/pubdocs/COA/Storage/ORA042401-0512.doc			N

Click on the hyperlink to view the document. (These documents are only available in MS Word format.)

Troubleshooting & Support:

Reminder: P-MACS Data is copied to the public server each night. Data is one day behind the production system.

If you are looking for specific time-sensitive data, please contact the Office of the Clerk of Appellate Courts at 651-296-2581 directly.

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